



California Department of Motor Vehicles

# “Working Green, Driving Green, Living Green”

DMV’s Accomplishments Towards Becoming a “Green Place of Work”

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State of California

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Business, Transportation and Housing Agency

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**CALIFORNIA DMV: DRIVING CHANGE**  
CUSTOMER-FOCUSED • SOLUTION-ORIENTED • INNOVATIVE

# 1. Letter from the Director

From the buildings our department owns and operates, to the products we buy, and the partners with whom we work, the Department of Motor Vehicles (DMV) has a long-standing commitment to embracing practices and policies to conserve energy, save resources, and reduce our impact on the environment.

We at the DMV serve as a leader for the rest of the state in working smart and living Green. With that in mind, the department has launched a comprehensive effort to advance its Green activities statewide under the slogan, “Working Green, Driving Green, Living Green.”

The commitment to “Working Green” can be seen in our efforts to pursue the highest standards in environmentally-friendly designs for new offices and to retrofit existing offices to save energy and water. “Working Green” extends beyond 228 DMV facilities around the state to include our most valuable asset – nearly 9,000 dedicated employees. We promote a “Green Culture” that encourages our employees to make a positive impact on the environment while at work – using less power, creating less waste and increasing the amount of recyclable material kept out of landfills.

“Driving Green” helps employees minimize their environmental impact on the way to and from work. The department encourages commuters to catch a bus, ride the train or light rail, carpool, bike or walk to work. These commuters not only save money, but keep thousands of pounds of pollutants out of the atmosphere every day. Since the 1970s, the department has also been proud to sponsor various programs which support national parks, California’s coasts, and fund efforts to improve air quality, High Occupancy Vehicle (HOV) or carpool lanes, and other environmentally-oriented programs.

When they are not on the job, DMV employees are encouraged to embrace “Living Green” – saving electricity, recycling, buying energy-efficient appliances and removing toxic cleaning products from their homes. By caring for the environment at work and at home, DMV employees can set an example for their families, co-workers, other agencies and other states.

This document is a testimony to the department’s Green efforts and accomplishments to date. Throughout this document, you will find various sidebar stories from our employee newsletter, “The Spirit,” and the “Green Tip of the Week,” which educate DMV employees about environmental issues.

I want to thank DMV employees for an extraordinary job well done. But there is still more to do. With the help of our field offices and headquarters units, telephone service centers, driver safety, occupational licensing offices, and our investigations units across the state, DMV will continue to innovate and find ways to do our part to care for the environment and to preserve California’s natural wonders for generations to come.

GEORGE VALVERDE  
Director, Department of Motor Vehicles

## 2. Overview of Green Achievements

### Facility Achievements

2008	<ul style="list-style-type: none"> <li>Received statutory authority to <b>redevelop the San Francisco field office facility into a mixed-use project</b>. A similar proposal can be pursued for the San Diego field office.</li> <li>Pursued <b>LEED-SILVER Certification</b> at more than 20 DMV facilities.</li> <li>Provided data needed to complete <b>benchmarking of all facilities</b> and comply with Governor Schwarzenegger's <i>Green Building Initiative</i> Executive Order, which mandates reducing electricity consumption in state buildings 20% by 2015.</li> </ul>
2007	<ul style="list-style-type: none"> <li>Achieved Leadership in Energy and Environmental Design (LEED) <b>New Construction (NC) GOLD Certification</b> for the San Ysidro DMV Office.</li> <li>Developed <b>DMV Facilities Green Leasing Program</b> to address energy inefficiencies and to implement sustainable building practices in existing leased facilities and future leased projects.</li> </ul>
2006	<ul style="list-style-type: none"> <li>Awarded a <b>San Diego Excellence in Energy (SANDEE) Award</b> for excellence in environmentally-friendly construction for the San Ysidro office.</li> <li>Joined the <b>United States Green Building Council (USGBC)</b>.</li> <li>Sent a representative to the <b>2006 USGBC "Greenbuild" Conference</b>.</li> </ul>
1998	<ul style="list-style-type: none"> <li>Began <b>floor-by-floor renovation of Sacramento Headquarters Building East</b> to install energy and resource-efficient features and reduce ongoing operations costs.</li> </ul>

### Resource Achievements

2008	<ul style="list-style-type: none"> <li>Received a <b>2008 Green California Commendation</b> from <i>Green Technology Magazine</i> for setting high environmental stewardship standards.</li> <li>Completed Document Imaging and Storage Replacement (DISR) project that <b>replaced microfilm cameras and processing chemicals</b> to scan and store documents with high-speed, high-volume digital scanners.</li> </ul>
2007	<ul style="list-style-type: none"> <li>Received a <b>2007 Green California Leadership Award</b> from <i>Green Technology Magazine</i> for a Waste Management and Recycling Program that exceeds standards set by the State of California.</li> <li>Implemented an Environmentally Preferable Purchasing Practices program.</li> </ul>
2006	<ul style="list-style-type: none"> <li>Presented <b>DMV Director's Special Recognition Award for "Leadership in Sustainable Practices"</b> to a DMV employee for recycling and repurposing existing facilities materials with substantial savings to state government.</li> </ul>
2004	<ul style="list-style-type: none"> <li><b>Increased use of electronic processes</b>, significantly saving paper, printing and postage costs.</li> </ul>

## Energy Achievements

2008	<ul style="list-style-type: none"> <li>Awarded <b>Energy Star Award</b> from the United States Environmental Protection Agency (EPA) for substantial reductions of greenhouse gas emissions.</li> <li><b>Purchased “Energy Star” office equipment</b> and enacted a policy to ensure that all future equipment be “Energy Star” compliant when feasible.</li> <li>Enacted the <b>Computer Power Management Initiative</b>, an in-house energy management solution that uses PC Power Management Software designed to aggressively move computers to a more energy-efficient mode when not in use.</li> <li>Became first state department in California to <b>join the Energy Star Low Carbon Information Technology Campaign</b>, a nationwide effort to assist and recognize organizations for reducing the energy consumed by computers and monitors.</li> <li>Completed the retrofit of the building light fixture bulbs and ballasts with high-efficiency components at the DMV Headquarters West Building.</li> <li>Received an <b>Outstanding Environmental Leadership Award for Energy and Resource Conservation</b> from the American Association of Motor Vehicle Administrators (AAMVA) at its June Region IV Conference.</li> </ul>
2007	<ul style="list-style-type: none"> <li>Established a <b>cooperative agreement with a coalition of the four largest “Investor Owned Utilities” (IOUs)</b> to pursue energy assessments of 43 DMV field office locations to improve efficiency and realize energy and cost savings.</li> <li>Conducted an <b>LED Task Lighting Demonstration Project</b> with the California Lighting Technology Center at UC Davis.</li> </ul>
2006	<ul style="list-style-type: none"> <li>Established a <b>“Solar Energy Initiative”</b> for and placed photovoltaic solar panels at the San Ysidro and South Sacramento field offices.</li> <li>Awarded <b>San Diego Gas &amp; Electric (SDG&amp;E) Sustainable Communities Program Award</b> as part of the utility’s Sustainable Communities Program.</li> </ul>

## Educational Achievements

2009	<ul style="list-style-type: none"> <li>Received a <b>2009 Green California Culture Award</b> from <i>Green Technology Magazine</i> for aggressive internal efforts to promote sustainable operations.</li> </ul>
2007	<ul style="list-style-type: none"> <li>Launched <b>“Save Time. Go Online.”</b> marketing campaign to reduce field office visits by encouraging customers to conduct secure DMV transactions through the department’s website.</li> </ul>
2006	<ul style="list-style-type: none"> <li>Launched <b>“Green DMV” Intranet pages</b> to educate employees about Green initiatives, promote Green events, and recognize Green accomplishments.</li> <li>Established the e-mailed <b>“Green Tip of the Week”</b> to DMV employees.</li> <li>Created a regular <b>“Green News”</b> column in <i>The Spirit</i>, DMV’s employee newsletter.</li> <li>Established a <b>DMV “Green Team”</b> with representatives from throughout DMV.</li> </ul>
1999	<ul style="list-style-type: none"> <li>Started hosting <b>Earth Day, Bike to Work Day, Bike to Work Week</b> and other Green events.</li> </ul>

## 3. Green Buildings and Facilities

### “Preserving Assets & Increasing Efficiency”

#### Overview of Facilities-Related Achievements

Sustainable or Green building is the practice of designing, constructing, operating and maintaining buildings that are highly energy and resource-efficient. In its 228 offices throughout the state, DMV has embraced these concepts by:

- Pursuing LEED certification for new construction and redesigned lease properties.
- Retro-commissioning existing facilities and systems back to their originally-designed level of energy efficiency or higher, as well as identifying and implementing cost-effective energy conservation measures.
- Establishing a Green Leasing Program to implement sustainable building practices in existing leased facilities and future leased projects.
- Receiving statutory authority to redesign two existing field office facilities into high-density, mixed-use developments that will accommodate not only DMV services, but commercial, residential, or retail uses.



#### LEED Certification

In his 2004 Executive Order, Governor Schwarzenegger created the *Green Building Initiative* and directed California state government to lead by example in improving the energy and environmental performance of the facilities it owns, leases, retrofits or maintains. To help reach these goals, DMV has aggressively pursued energy-efficient and sustainable building designs to achieve “Silver” certification or higher through the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ for both new construction and existing facilities.

LEED-certification is a nationally-recognized symbol demonstrating that a building is profitable, environmentally-responsible, and a healthy place to live and work. LEED-certified buildings:

- Lower operating costs and increase asset value.
- Reduce waste sent to landfills.
- Conserve energy and water.
- Are healthier and safer for occupants.
- Reduce harmful greenhouse gas emissions.

Depending on the degree a project utilizes sustainable sites, water and energy efficiency, recycled and renewable materials and resources, indoor environmental quality and innovation, a project can earn LEED certification, Silver, Gold or Platinum designation. DMV offices are eligible for LEED certification for new construction, commercial interiors, and existing buildings.

In 2007, the San Ysidro field office received LEED Gold Certification for new construction. Incorporating environmentally-friendly features such as electricity-generating solar panels, glazed windows and skylights to lower electricity, heating and cooling costs, the office uses recycled, locally-manufactured materials, and features highly-efficient irrigation technology, drought-tolerant landscaping, and low-flow fixtures.



In 2006, the San Ysidro project received an incentive check from San Diego Gas & Electric's Sustainable Communities Program which provides funding to deserving public and private entities to further promote Green building endeavors.

As seen in the following chart, DMV continues to construct its new facilities and redesign designated leased facilities to meet LEED standards and achieve Silver certification or better.

<b>LEED Status of DMV Facilities</b> (Current as of March 2009)		
<b>Facility / Project Name</b>	<b>Office Status</b>	<b>LEED Certification Level &amp; Status</b>
<b>DMV-Owned Facilities</b>		
San Ysidro	Open	Gold – Awarded
Headquarters Building – 5 <sup>th</sup> Floor	Open	Silver – In progress
Fresno	In Planning	Silver – Pending
Headquarters Building – 6 <sup>th</sup> Floor	In Planning	Silver – Pending
Oakland BSC	In Planning	Silver – Pending
Stockton DSO	In Planning	Silver – Pending
Victorville	In Planning	Silver – Pending
San Bernardino	In Planning	Certified – Pending
<b>DGS-Owned Facilities</b>		
Redding	In Planning	Silver – Pending
<b>Leased Facilities</b>		
Clovis	Open	Silver – In progress
Riverside East	Open	Silver – In progress
Tracy	Open	Silver – In progress
West Hollywood	Open	Silver – In progress
Southern CA TSC	In Construction	Silver – In progress
Sacramento ITM	In Construction	Silver – In progress
Lompoc	In Planning	Silver – In progress
El Monte/Lincoln Park	In Planning	Silver – Pending
Lodi	In Planning	Silver – Pending
Rancho Cucamonga	In Planning	Silver – Pending
San Luis Obispo	In Planning	Silver – Pending
Stockton	In Planning	Silver – Pending
Thousand Palms	In Planning	Silver – Pending
Bakersfield DSO	In Planning	Certified – In progress
Central CA TSC	In Planning	Certified – In progress



## Headquarters Renovation

After deciding to remove asbestos applied between every floor when DMV's Sacramento Headquarters Building East opened in 1962, the department launched an ambitious, concurrent renovation plan to completely remodel all six floors of the facility to improve energy efficiency and reduce ongoing operations costs. The remodeled floors feature energy-efficient glass, sunscreens and insulation systems, energy-efficient lighting and mechanical systems, and water-saving restroom fixtures. The project will also ultimately add a solar, electricity-generating photovoltaic (PV) system to the building's roof.

## Retro-Commissioning Existing Facilities

Retro-commissioning is an event in the life of a building that applies a systematic process for improving or optimizing a building's overall performance and its maintenance and operations. Teams evaluate heating and air conditioning, plumbing and other mechanical elements of a building to be sure they are as efficient or more efficient than when originally installed.

The department has embarked on a program to retro-commission DMV-owned buildings above a specified square footage consistent with Department of General Services (DGS) guidelines to ensure that energy-consuming systems are commissioned back to their originally-designed level of energy efficiency, or higher.

## Green Leasing Program

DMV-leased facilities represent more than half of the total number of DMV offices statewide. In 2007, the department implemented the DMV Facilities Green Leasing Program to address energy inefficiencies and to implement sustainable building practices in existing leased facilities and future leased projects. Many older facilities have since been extensively retrofitted to use:

- Water efficient fixtures – which conserve approximately 75,000 gallons of water per month.
- Water-efficient ground sprinklers.
- Drought-tolerant landscaping.
- Green housekeeping, janitorial and pest control.
- Energy-efficient lighting.
- Energy-efficient heating, ventilation, and air conditioning systems.
- Cool roofs.
- Solar power generation where applicable.
- Recycled materials.

## Mixed-Use Development

DMV, in partnership with DGS, plans to redesign and reconstruct two extremely valuable state-owned properties in San Francisco and San Diego into mixed-use facilities that will incorporate state-of-the-art government services, along with additional space for residential, commercial and retail tenants. The projects will add high-density, above-retail housing in existing urban neighborhoods and help realign the job-housing balance, which could ultimately lessen the impact on the environment by reducing commute times and urban sprawl. In addition, the proposed new buildings will be constructed to reflect the very latest in environmentally-sound, energy-efficient standards and will qualify for LEED Certification.



## 4. Green Resources Management

### “Conserving Materials & Cutting Waste”

#### Overview of Waste-Related Achievements

The environmental reminder to “reduce, reuse, recycle” conveys the underlying principles behind DMV’s waste management policies:

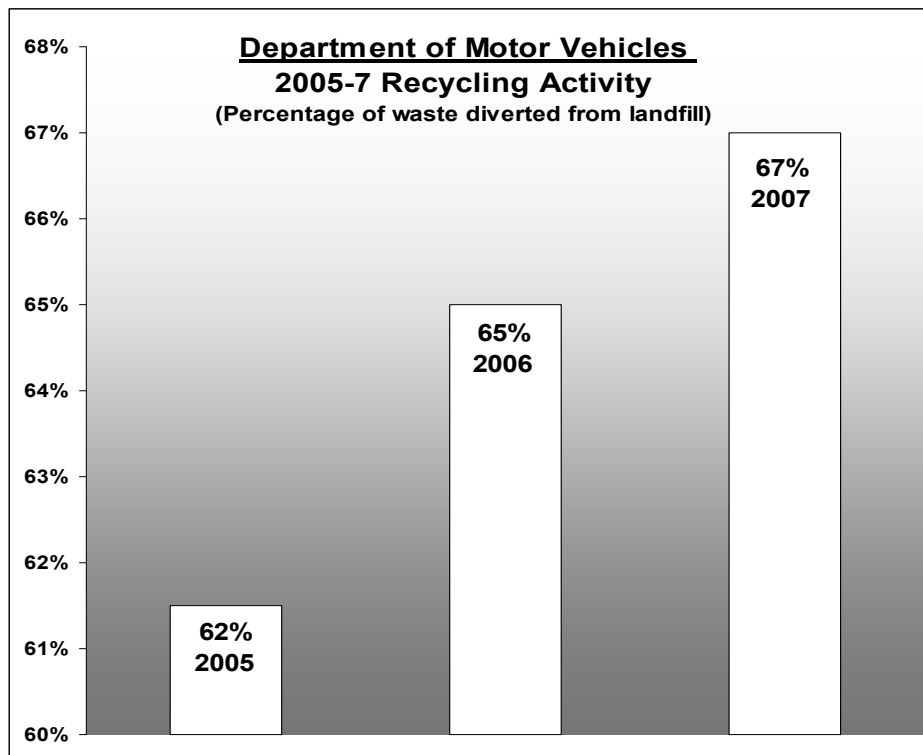
- Reduce needless consumption and the generation of waste.
- Reuse items that can be reused or find another purpose for them.
- Recycle any leftovers and only dispose what you must.



In that spirit, DMV has implemented several department-wide programs and processes to reduce waste, reuse items, and to recycle and buy recyclable products in all of its offices.

#### Award-Winning Waste Management

Assembly Bill 75, passed in 1999, required that all state agencies develop waste management plans and cut the amount of garbage sent to landfills in half after 2004. DMV has not only met, but surpassed, that goal every year by implementing a Waste Management and Recycling Program. In 2005, the department diverted 62% of total generated waste. Diversions rose to 65% in 2006 and 67% in 2007. The department anticipates continued increases in future years.



DMV's success earned a "Green California Leadership Award" from *Green Technology Magazine* for developing innovative ways to coordinate and facilitate waste management while protecting confidentiality, controlling cost, streamlining communication and securing the collection of data in 228 offices statewide.

Contractors used state-of-the-art equipment to meet specific requirements for recycling a wide variety of products, including:

- Paper
- Cardboard
- Glass
- Plastic
- Toner cartridges
- Used batteries
- Building materials
- Surplus furniture
- Office equipment
- Food containers
- Hazardous waste
- Green waste
- Scrap metal
- Composting

### **Santa Monica office gets trashy**

Santa Monica management is asking employees to bring their trash to work!

Yes, it's true! The office's employees who do not or are unable to recycle at home are being encouraged to help save the environment by bringing their plastic bottles and cans to work. Motor Vehicle Field Representative Eva Bethley, who's overseeing the project, takes several bags a week to the recycling center near the office along with other recycled products collected from the employee break room.



Excerpt from November 2007 *The Spirit*,  
DMV's employee newsletter

## **Reusing Facilities Resources**

Beyond reducing and recycling, DMV employees do their best to reuse resources like surplus, modular furniture and office equipment. One particular employee struck gold in overlooked aluminum components. DMV's JoAnn King, a member of the Facilities Operations Branch who directs the activities of the DGS Direct Construction Unit (DCU) at the department's Sacramento Headquarters, realized that instead of replacing \$55 cast-aluminum "monuments" to house electrical connections every time a workspace is upgraded, the monuments could be refurbished and either converted or reused indefinitely.

During the ongoing floor-by-floor renovation of the Headquarters Building East, teams salvaged, cleaned and reused approximately 175 monuments on each of the first four floors, saving more than \$40,000. For her efforts, King earned the first-ever Director's Special Recognition Award for Leadership in Sustainable Practices.

### King keeps DMV in the Green

Bryan Johnson, DMV's "Green" advisor to Director Valverde, said JoAnn King and her colleagues in DCU are "great examples of personal initiative that resulted in tangible savings to the department. On-site re-use of equipment is the most efficient way to recycle. Not too many years ago, this material probably would have been discarded in a landfill."

"Recycling saves money, is healthier for our environment, and is a major component of DMV's ongoing commitment to Sustainable Practices. It's also a sound business practice," he said.



King agrees. "We don't throw away much of anything anymore," she said. "We take apart almost every old fixture and piece of equipment, separate out the metals and try to re-use as much as we can on-site. Our goal is to work as Green as we can and ensure that our efforts toward that end are as state-of-the-art as possible."

Both Johnson and King agree that working Green makes for a more pleasant workplace. "I've noticed that after we've installed component furniture, new more efficient lighting and created more productive environments that are quieter and healthier, people just seem happier," she said.

Excerpt from May 2007 *The Spirit*, DMV's employee newsletter

## Environmentally Preferable Purchasing (EPP) Program

DMV has also implemented an Environmentally Preferable Purchasing (EPP) program to procure goods and services that have reduced the impact on human health and the environment compared to competing products serving the same purpose. Purchasers are urged to seek out recycled products and buy those that offer as many of the following characteristics as possible:

Product Descriptions	Environmentally-Preferable Characteristics
<ul style="list-style-type: none"><li>• Water-based</li><li>• Odorless</li><li>• Fragrance-free</li><li>• Non-toxic</li><li>• Energy Star certified</li><li>• Post-consumer content</li></ul>	<ul style="list-style-type: none"><li>• Greatest durability</li><li>• Lowest energy use</li><li>• Fewest batteries</li><li>• Multi-functional</li><li>• Easiest maintenance and repair</li><li>• Lowest life cycle cost</li><li>• Responsible manufacturing</li><li>• Least packaging</li></ul>

## Paperless Processes

With more than 23 million licensed drivers and 33 million registered vehicles in California, DMV processes tens of millions of documents each year. But the department has made a concerted effort to handle all of that paperwork through paperless, electronic processes whenever possible – and achieved savings not only in paper, but printing and postage costs as well. Here are just a few of the ways the department is saving paper:

Process	Outcome
Electronic Reporting of Vehicle Insurance Information	26,000,000 policies reported electronically since January 2006
Internet Vehicle Registration Renewal	450,000 transactions processed per month
Internet Notice of Release of Liability	73,000 transactions processed per month
Internet Change of Address	13,000 transactions processed per month
Internet Special Interest/Personalized Plates	8,000 transactions per month
Electronic Wholesale Report of Sales (Auto Auctions)	1.8 million reported electronically since July 2005
Electronic Contracts Packages	127,500 pages and \$2,625 postage saved annually
Electronic Manual Distribution	30,000 pages saved annually
E-Mail Alert Service – Memos & News	Approximately \$178,000 saved annually
Electronic Policy Change Review Process	1,800 pages saved annually
Electronic Access & Security Printouts	Cut paper usage 75%
Employer Pull Notice via Virtual Private Network	37,381 printouts and corresponding postage saved annually
Electronic Handbook of Registration Procedures	\$33,300 saved annually
Electronic Fast Facts Brochures	\$17,000 in printing costs saved annually

Additionally, DMV has made dozens of handbooks, guides, memos, manuals and forms available electronically to employees via the department's Intranet site, and to the public via the Internet, saving both paper and printing costs.

## Storing Documents Digitally

Implemented in 2008, the Document Imaging and Storage Replacement (DISR) project eliminated a time-consuming process of capturing and storing millions of documents by replacing microfilm cameras and processing chemicals with high-speed, high-volume digital scanners. The scanners deliver high-quality images and could ultimately read and save documents for the entire department. Remote access to the scanned documents will facilitate quicker responses and eliminate paper and postal resources when retrieving documentation for DMV employees, law enforcement agencies, courts and other customers. This is just one of many new and exciting ways the department is working to convert from paper hard copies to digital storage.



### **Document storage goes digital**

"The microfilm process, while state-of-the-art when originally purchased, became labor intensive and had been with us since the 1980s," said then CPD Deputy Director Kathleen Rose. "The cameras assigned an individual code to each document, but if there was a problem developing the film, thousands of documents on that roll of film had to be re-assembled, the numbers taped over and the documents photographed again. This was extremely time-consuming, labor-intensive and costly. The new process is much simpler, in some cases three times faster, and will save the department valuable time and money."

- Excerpt from February 2008 *The Spirit*, DMV's employee newsletter

## **DMV Headquarters' "Green Cafeteria"**

DMV employees are not alone in their commitment to "Going Green." Headquarters cafeteria contractors have also made major contributions to the effort with new, environmentally-friendly business methods.

Some of the cafeteria's Green business practices include: replacing Styrofoam containers destined for landfills with recyclable plastic packaging, replacing white paper napkins with products made from recycled paper, using storage bins with lids to cut down on plastic wrap, and recycling kitchen cans and containers.

### **KG Cafe goes green**

Some other smaller things we're doing that might not be readily noticeable to diners include: Wearing and laundering cloth hats instead of using the old paper style; using salt in our ice baths, where the food is kept cold, so there is less melting and less waste, which also saves on power.



We use all the recycled products we can and are always looking for ways to cut back on waste. Fresh foods are an absolute must now, which also reduces waste in the long run. The majority of our vendors are also going "green" in a number of different ways. That really helps us to continue the expansion of our own conservation programs, which in turn benefits all of our valued customers who use our great cafeteria.

- Excerpt from December 2007 *The Spirit*, DMV's employee newsletter

Instead of coming in each morning and turning on all of the ovens and steamers and not turning them off until they left in the afternoon, the chefs created a "use it and turn it off" policy to cut power usage. Not only does it save energy and money, but it also keeps the kitchen cooler and running more efficiently.



## 5. Green Power

### “Reducing Energy Use & Promoting Energy Efficiency”

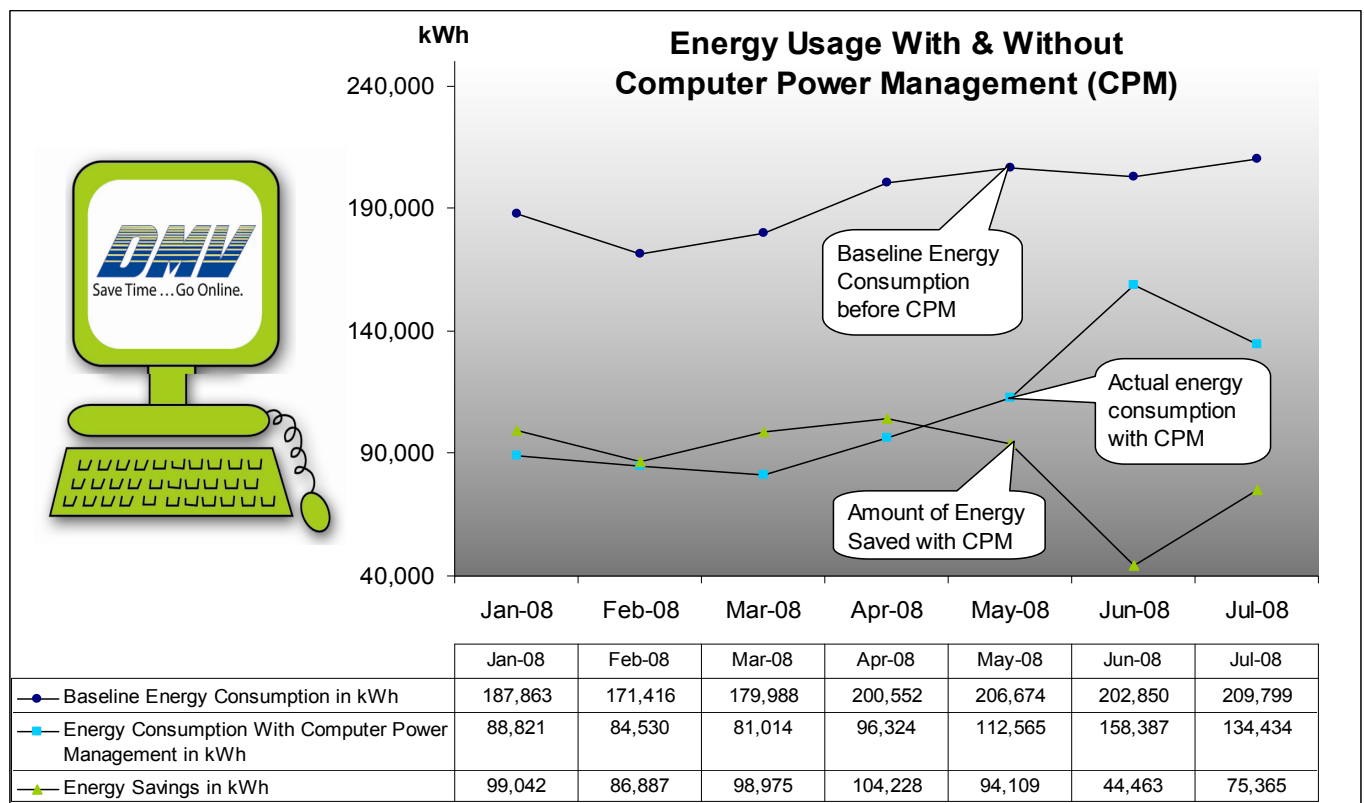
#### Overview of Energy-Related Achievements

Governor Schwarzenegger's *Green Building Initiative* Executive Order also called for reducing the electricity consumption in state buildings 20% by 2015. To reach that goal, DMV has embarked on a number of programs and partnerships, and continually evaluates new products to reduce energy consumption.



#### Computer Power Management Initiative

One of the most innovative solutions implemented to date has been usage of the Personal Computer (PC) Power Management Software, which has nearly cut DMV's monthly energy usage by personal computers in half since implementation in January 2008. The Computer Power Management Initiative is an in-house energy management solution that uses existing software programs to aggressively move computers into more energy-efficient mode, when not in use.



DMV has already seen substantial savings from its Computer Power Management Initiative (CPM) in its first year. Even with an increasing number of computers in use and thus baseline energy consumption, CPM has allowed DMV to lower its overall energy consumption with substantial energy savings

## Computer Power Management Initiative - continued

DMV also uses state-of-the-art network servers and is now researching virtualization technology, which should cut DMV's energy usage even more in the near future.

DMV is now on track to save an astounding 1.7 million kilowatt hours annually, reduce electricity costs by more than \$150,000 per year, and avert the release of more than 1.5 million pounds of greenhouse gas emissions into the atmosphere each year.

Participation in this program helped DMV become the first California state department to join the Energy Star PC Power Management Campaign, an initiative whose other charter members include Dell Computer, Fox Entertainment Group, Hewlett-Packard, and Microsoft. The campaign later honored DMV as a "Charter Participant" in the Low Carbon IT Program.

The department's participation in the Computer Power Management Initiative also led to an award for "Outstanding Environmental Leadership for Energy and Resource Conservation" from the American Association of Motor Vehicle Administrators (AAMVA) at its 2008 Region IV Conference.

### **Here's the Green "Tip of The Week": Turn Off Electric Devices When Leaving Work**

Most of us are very diligent about turning off electric devices when leaving work each day, but any of us can forget, so it's important to work together to make sure that all unneeded electric devices are off at the end of each work day.

As you leave work at the end of each day, make an effort to look around your work area and turn off items that obviously don't need to be on once everyone has gone home.

It is also important to identify to your coworkers' items in your personal work area that can be safely turned off so they can do that for you, should you forget.

By each of us taking the time to make sure unneeded electric devices are turned off at the end of each work day, we can prevent a tremendous amount of electricity from being wasted.

***By each of us doing our share...  
we can make a big difference!***

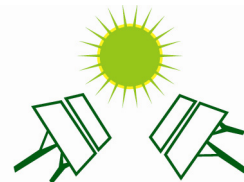
- Weekly "Green Tip" e-mail sent to all DMV employees on August 5, 2008

## DMV and the "Million Solar Rooftops" Plan

DMV is pioneering the use of electricity generated from photovoltaic (PV) solar panels at offices in both San Ysidro and South Sacramento. Both systems are part of Governor Arnold Schwarzenegger's "Million Solar Rooftops Plan," which aims to provide 3,000 megawatts of additional clean energy while reducing greenhouse gas output by three million tons.

The department is also pursuing a program that would install small solar panel systems in state-owned field offices by the end of 2010.

The use of solar panels is another example of DMV's continuing efforts to incorporate energy and resource strategies while producing monetary savings for California's taxpayers. Additionally, generating solar electricity has the potential to make a significant contribution to DMV's future energy needs.





## Ongoing Energy Efficiency Strategies

In 2008, the United States Environmental Protection Agency awarded DMV an “Energy Star Award” for substantial reductions of greenhouse gas emissions. The department has made a concerted effort to purchase “Energy Star”-rated office equipment and enacted a policy to ensure that all future equipment be “Energy Star” compliant when feasible.

The department has also:

- Educated employees about using energy saver features on office equipment including copy and fax machines, helping to dramatically reduce DMV’s energy usage.
- Purchased motion sensors and automatic switches allowing lights to automatically turn off after a certain period of inactivity.
- Conducted an LED Task Lighting Demonstration Project with the California Lighting Technology Center at UC Davis, piloting a system for overhead and task lighting for department-wide use.

DMV has partnered with a coalition of investor-owned utilities throughout the state to initiate a rooftop mechanical system “tune-up” program at 43 DMV field office locations within the territories of participating providers. With rebate incentives and labor provided by the utilities, HVAC system technicians measure the performance of mechanical systems, make adjustments, and implement cost-effective efficiency measures, which will result in substantial energy and cost savings.

To the degree that funding is made available; DMV will continue to modify facilities and procedures to implement the following energy conservation technologies and processes:

- Maximize use of outside air economizers to supplement mechanical refrigeration in air conditioning systems.
- Restrict high-demand start-up and use of major mechanical equipment (chillers, cooling towers, pumps, etc.)
- Decrease lighting loads by reducing overhead lighting where possible and continue ongoing lighting retrofit strategies.
- Continue the installation of energy-efficient mechanical systems.
- Continue the installation of energy-efficient roofing systems.
- Install automatic motion sensors in hard-walled rooms and in employee workstations where task lighting and monitors will automatically shut off after a period of non-use.
- Purchase and install the most energy-efficient equipment as part of ongoing building maintenance and repair strategies.

The department uses the following energy conservation measures for facility maintenance projects:

- Energy-efficient lighting systems are now specified when replacing existing inefficient systems. Since 1998, DMV has completed more than 50 lighting retrofit projects.
- Energy-efficient mechanical systems and automated controls systems are now specified when replacing existing systems. Since 1998, the department has completed more than 40 major mechanical system repair and replacement projects.

- Energy-efficient roofing materials are used when replacing less efficient materials. Since 1998, DMV has completed more than 30 energy-efficient roofing systems.
- Motion sensors and surge protectors are required for all hard-walled offices and workstations where task lighting and monitors can be shut off automatically upon non-occupancy.



## Energy Conservation

During periods of peak energy use like prolonged summer heat waves, DMV and other state agencies put conservation measures, sometimes referred to as voluntary curtailment measures, into effect in offices across the state to cut consumption by up to 25%. The measures require employees to turn off non-essential electrical equipment, reduce overhead lighting by 50%, set thermostats to 78 degrees, keep doors and windows closed, and close window blinds to block direct sunlight, or open them to eliminate the need for overhead lighting.

## 6. Green Culture and Education

### “Planting the Idea for Working, Living and Driving Green”



#### “Green Culture” Takes Root at DMV

A “Green Culture” has flourished at DMV, affecting all aspects of the department’s daily business. Through departmental programs, communication and more, DMV employees continue to look for new ways to care for the environment both at work and at home.

### Supporting Environmental Programs

California offers a variety of personalized, or “vanity” license plates. These “Environmental License Plates” raise hundreds of thousands of dollars for the Departments of Fish & Game, Parks & Recreation, California Resources Agency, Lake Tahoe, State Coastal and Sierra Nevada Conservancies, Environmental Protection Program, and other governmental entities.

In addition, DMV offers the following “Special Interest License Plates,” which raise money to fund various environmental causes:

- **Yosemite** – Trail repair, wilderness restoration, Visitor’s Center exhibits.
- **Coastal** – Adopt-a-beach, coastal cleanup, school camps.
- **Tahoe** – Bike trails, beach access, river, habitat and lake restoration.

Fees paid to DMV also fund air quality programs through the Air Resources Board (ARB). California’s Department of Transportation (Caltrans), receives 15% of DMV fees, which are used to fund highway and bridge construction and improvements, including high-occupancy vehicle (HOV) or carpool lanes, and managing water runoff.

#### DMV lends a hand in Yosemite Center upgrade

What does the DMV have to do with the cascading waterfalls, grazing deer and majestic trees of Yosemite National Park? Sales of Yosemite special interest license plates helped pay for half of a \$1.3 million makeover of the exhibits inside Yosemite’s Visitor’s Center, which have now been updated for the first time in 40 years.

With help from local elementary school students, officials from the Yosemite Fund and National Park Service unveiled the “kid height” displays, which highlight how geology, climate, fire, wildlife and people helped make the park what it is today. While half of the exhibits’ cost came from Yosemite license plate sales, the rest was made up through park entrance fees and private donations.



- Excerpt from July 2007 *The Spirit*, DMV’s employee newsletter

## Save Time. Go Online.

The department also encourages customers to reduce pollution and save time and a trip to a field office by going online to DMV's website for an increasing number of services, including license and vehicle registration renewal, selection of personalized plates, changes of address, and payment of fees via secure transactions.



### DMV's Green "Tip of the Week" "Identify Waste" (pun intended)

This week's *Green Tip of the Week* comes from Sharon Mueller, an Office Manager in the Los Banos Field Office. Sharon Mueller in an email to me wrote:

"Recently our office received information to obtain recycles bins offered by the City of Los Banos and BFI Waste Services. I contacted the City/BFI and thought that we could cut down our dumpster bin size to 1.5 cu yards, enabling savings from the larger size. The very next day we had our new bins in place, which was not only a savings for the property owner's utility bill, but also saves our environment by eliminating waste in our landfills.

- Weekly "Green Tip" e-mail sent to all DMV employees on February 9, 2009

## Spreading the Green Word

In order to communicate the value of "Going Green," DMV has established a comprehensive, internal program to educate employees about Green issues. In 2006, the department established a "Green Team" which includes representatives from every part of the organization. In March 2007, DMV launched a "Green DMV" Intranet site to educate employees about Green initiatives, promote Green events, and recognize Green accomplishments. The department e-mails a "Green Tip of the Week" to employees and DMV's employee newsletter features a regular "Green News" column.

The department also hosts celebrations for Earth Day, Bike to Work Week, and other environmental events. At one of the last Earth Day events, the department organized and celebrated the creation of the "Green DMV" logo with the participation of more than 600 DMV employees and representatives from vendors such as Pacific Gas & Electric, the Department of General Services, Regional Transit, and the El Dorado County Transit Authority.

The department encourages employees to keep reusable beverage containers at their desks as an alternative to disposable cups. DMV supports water cooler clubs, encourages brown bag lunches, and takes other steps to help employees minimize consumption. DMV's Headquarters facility also offer child care services on-site, thus saving fuel and commute time, while giving parents the opportunity to see their children more often.



## Oxnard employee greens her office

Oxnard employees got a little help in spreading their “green” message from one employee’s 13-year-old grandson.

It all began when office manager George Torres challenged his employees to wear green for their Green Tuesdays. Licensing Registration Examiner Patricia Rivera mentioned this to her grandson, Alex; he took it to a whole new level.

Alex and Rivera created slogans, pictures and art celebrating the green ideal and made them into a collage that is attached to the office bulletin board. Now employees and customers are encouraged by their creation to do their part

in helping to make our planet green.

“Pat created an atmosphere of positive energy in the office when she displayed her project,” said Torres.

Torres also said that employees have created an office recycling program for aluminum cans and plastic bottles and are using the money they net for their employee fund.

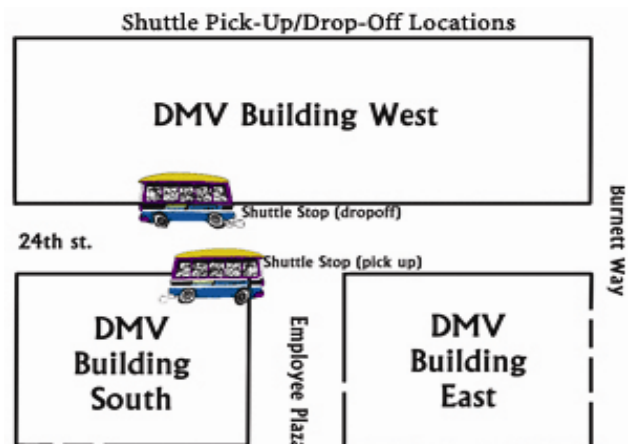
- Excerpt from May 2008 *The Spirit*, DMV’s employee newsletter

## Increasing the Use of Public Transportation

DMV makes it economical and easy for employees around the state to commute using energy-efficient public transportation.

Employees who take light rail, catch a bus, ride the train, carpool, vanpool, bike, or walk to work, save money, reduce their impact on the environment and feel more relaxed at the end of their commutes. Many commuters save even more as the state provides 75% of mass-transit costs up to \$65 monthly. The

department also provides a shuttle service to drive Headquarters employees both to and from Sacramento Regional Transit (RT) Light Rail stations and bus stops. RT makes public transit bicycle-friendly by providing bike racks on both buses and trains all day, every day of the year.



## Taking Green Lessons Outside of Work

“Living Green” enables employees to make a positive impact on the environment both on the job and in their private lives by purchasing Energy Star designated products, adopting common-sense recycling practices, and being more vigilant about buying and using products that contain recycled materials.

## 7. DMV Awards

This section provides a sampling of the awards that DMV has received in recognition of its ongoing commitment to Green programs and policies.



### **Energy Star Award** US Environmental Protection Agency 2008

Each year, the US Environmental Protection Agency (EPA) and the US Department of Energy (DOE) honor organizations that have made outstanding contributions to protecting the environment through energy efficiency.

### **Outstanding Environmental Leadership Award for Energy and Resource Conservation**

American Association of Motor Vehicle  
Administrators  
2008

AAMVA Awards foster a tradition of excellence in the motor vehicle and law enforcement community. AAMVA Energy & Resource Conservation awards recognize outstanding service in providing measures and initiatives that reduce energy or resource consumption.



### **American Association of Motor Vehicle Administrators**



### **Green California Culture Award – 2009 Green California Commendation – 2008 Green California Leadership Award - 2007** Green Technology Organization

The Green California Leadership Awards for outstanding leadership and environmental achievement and are selected on the basis of extensive questionnaires submitted to the Green California Leadership Awards advisory panel. Nominations are evaluated against criteria including innovation, problem-solving, relation to specific goals of state laws, executive orders or mandates, measurable results and demonstrated benefits to



human beings or the environment.

**San Diego Gas & Electric  
Sustainable Communities Program Award  
SDG&E  
2006**

San Diego Gas & Electric (SDG&E) presented DMV with a \$13,815 incentive check, as part of the utility's innovative Sustainable Communities Program which provides funding to deserving public and private entities to further promote Green building endeavors.



**San Diego Excellence in Energy (SANDEE) Award  
San Diego County  
2006**

The San Diego Excellence in Energy (SANDEE) Awards recognize outstanding projects and activities that have achieved significant energy savings and/or contributions toward the goals of the San Diego Regional Energy Strategy 2030 through the implementation of energy efficiency, energy conservation, renewable energy measures, and CO<sub>2</sub> reduction in San Diego County.